

ORDINANCE NO. 00-382

**AN ORDINANCE OF THE CITY OF LOS ALTOS
AMENDING THE LOS ALTOS MUNICIPAL CODE WITH REGARD
TO NOTIFICATION REQUIREMENTS FOR
PROPOSED DEVELOPMENT APPLICATIONS**

THE CITY COUNCIL OF THE CITY OF LOS ALTOS DOES ORDAIN AS FOLLOWS:

SECTION 1. FINDINGS: The City Council of the City of Los Altos hereby finds:

- (a) That it is the policy of the State of California, as provided in Section 65860 et. seq. of the California Governments Code, that the zoning ordinance shall be consistent with the City's General Plan;
- (b) That the proposed code amendments are consistent with, and serve to implement, Goal 1, Policy 3 and Program 2 of Chapter 5 (Residential Development) of the Los Altos General Plan; and
- (c) That the proposed code amendments are reasonable in that they will increase public awareness of pending actions in their neighborhood and will help ensure consistency and uniformity in the single-family residential design review process for applicants and affected neighbors; and
- (d) It can be seen with certainty that no environmental effects will occur from the code amendments, and therefore the action is not subject to the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines; and
- (e) That the City Council has heard and considered oral comments and written information submitted at public meetings, such comments and information indicating a distinct need for adoption of an ordinance amending the Zoning Ordinance; and
- (f) That the City Council finds that the adoption of said amendment to the Zoning Ordinance is in the best public interests.

SECTION 2. AMENDMENT OF CODE: Section 10-2.2725.1 (e-1) of Article 27 of Chapter 2 of Title 10 of the Los Altos Municipal Code is hereby amended to read as follows:

“(e-1) *Notification.* All applicants for design review applications that are reviewed by the Architectural and Site Control Committee pursuant to this Section shall send notification via first-class mail to the adjoining property owners, in the manner set forth by the City Planner, at least 10 days prior to the meeting at which the applications is to be reviewed. The property owners who shall be mailed notice include, but are not limited to, the following:

- (1) the two (2) adjoining property owners on each side;
- (2) the three (3) adjoining rear property owners; and
- (3) the five (5) adjoining front property owners across the street.

As deemed appropriate or necessary, the City Planner may require that notification be mailed to a greater or lesser number of property owner(s) than are identified above based on the configuration of the properties adjoining the site of the application.

Notice shall also be posted on the project site near the front property line in accordance with the standards set by the Planning Director.”

SECTION 3. AMENDMENT OF CODE: Section 10-2.2725(b)(4) of Article 27 of Chapter 2 of Title 10 of the Los Altos Municipal Code is hereby added as follows:

“(4) A minimum of two sets of stamped and printed postcards or empty business-size envelopes (as determined by the City Planner) addressed to all property owners and business tenants within 500 feet of the project site, as well as such additional supporting information as determined necessary by the City Planner. Property owner addresses shall be as shown on the latest equalized assessment roll. The mailing materials and supporting information shall be in the form that enables the City to mail a notice of the meetings at which the proposed application will be considered, and shall be consistent with written instructions provided by the Planning Department. Meeting notices shall be sent via first-class mail at least 10 days prior to the Planning Commission and City Council meetings.”

SECTION 4. AMENDMENT OF CODE: Section 10-2.2803 of Article 27 of Chapter 2 of Title 10 of the Los Altos Municipal Code is hereby amended to read as follows:

“The Commission shall hold at least one public hearing on each application for a use permit. Notice of such public hearing shall be given not less than ten (10) days nor more than thirty (30) days prior to the date of the hearing by all of the following methods:

- (a) Mailing of notices via first-class mail to the owners of all properties within five hundred (500) feet of the boundaries of the site at the addresses shown on the latest equalized assessment roll;
- (b) For projects in other than R zoning districts, the mailing of notices via first-class mail to the business tenants within five hundred (500) feet of the boundaries of the site at the addresses shown on the latest City business license records; and
- (c) Publication of a notice in a newspaper of general circulation within the City.
- (d) Posting of a notice on the project site in accordance with the standards set by the Planning Director.

Notice of the City Council meeting at which the use permit is scheduled to be considered shall also be provided as set forth in (a) and (b) above not less than ten (10) days prior to the meeting.”

SECTION 5. AMENDMENT OF CODE: Section 10-3.10.1 of Chapter 3 of Title 10 of the Los Altos Municipal Code is hereby added as follows:

“Sec. 10-3.10.1. Tentative map review: Public notification.

Applicants for tentative subdivision and/or parcel maps shall provide a minimum of two sets of stamped and printed postcards or empty business-size envelopes (as determined by the City Planner) addressed to all property owners within 500 feet of the subdivision boundaries, as well as such additional supporting information as determined necessary by the City Planner. Property owner addresses shall be as shown on the latest equalized assessment roll.

The mailing materials and supporting information shall be in the form that enables the City to mail a notice of the meetings at which the proposed application will be considered, and shall be consistent with written instructions provided by the Planning Department. Meeting notices shall be sent via first-class mail at least 10 days prior to the Planning Commission and City Council meetings.”

SECTION 6. PUBLICATION: A summary of this ordinance shall be published in the Los Altos Town Crier, as provided for in Government Code Section 36933.

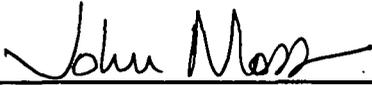
SECTION 7. EFFECTIVE DATE: This ordinance shall become effective upon the commencement of the thirty-first day following the date of its adoption.

The foregoing ordinance was duly and regularly introduced at a meeting of the City Council of the City of Los Altos on February 29, 2000, and was thereafter, at a regular meeting held on March 14, 2000, passed and adopted by the following vote:

AYES: Mayor Moss, Councilmembers Becker, Casto, La Poll and Lear

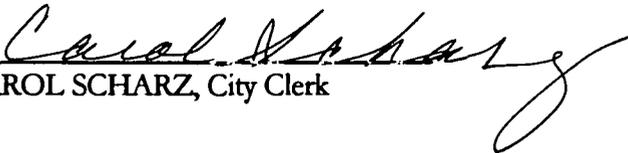
NOES: None

ABSENT: None



JOHN MOSS, Mayor

Attest:



CAROL SCHARZ, City Clerk